

## **Erie County Substantial Amendment to the FY 2011 Consolidated Plan Annual Action Plan**

### **A. Citizen Participation**

Public comment period on this amendment will be held from April 11, 2012 to May 11, 2012. Copies of the amendment are available at the following locations: Erie County Department of Environment and Planning, 95 Franklin Street, Room 1053, Buffalo, NY; Public Libraries in the Cities of Buffalo (Central Library), Lackawanna, and Tonawanda; Villages of Akron, Angola, Gowanda, and Hamburg; and the Towns of Concord and Lancaster. The amendment can also be viewed at the Erie County web site ([www.erie.gov](http://www.erie.gov)) under the Recent Updates section.

### **B. Required Contents of Substantial Amendments**

#### **1. SF-424 See Appendix A**

#### **2. Summary of Consultation Process**

- Describe how the recipient consulted with the Continuum of Care on:
  - Determining how to allocate ESG funds for eligible activities;
  - Developing the performance standards for activities funded under ESG; and
  - Developing funding, policies, and procedures for the operation and administration of the HMIS.

The Homeless Alliance of Western New York (HAWNY) administers the Continuum of Care for Erie County. HAWNY is a not for profit organization with a membership of over one hundred organizations that provide services to the homeless and at risk of homelessness population in Erie County. The agency is also the sole provider of the HMIS system for Erie County.

The County worked very closely with HAWNY in developing this Substantial Amendment. HAWNY sponsored eight focus group sessions to determine the needs and how to use the limited resources available for the homeless and at risk of homelessness population in Erie County. One of the focus group sessions was focused on the rural homeless and rural at risk of homelessness population in Erie County. The rural communities make up over half of the population served by the Erie County CDBG Consortium.

The selection committee that determines how the County will allocate its ESG funds for eligible activities includes HAWNY staff.

The performance standards for activities funded under the County ESG Program were developed after consultation with HAWNY.

The Homeless Alliance of Western New York is the lead HMIS agency for all of Erie County; the local implementation is called BAS-Net. The purpose of HMIS is to record and store client-level information about the characteristics and needs of persons who use homeless housing and support services. It is used to produce an unduplicated count of homeless persons for each Continuum of Care, to understand the extent and nature of homelessness locally, to measure program effectiveness and for community planning efforts to end homelessness. Erie County is including language in their ESG contracts requiring HMIS participation.

Bowman Systems is the software vendor used and Service Point is the web-based software chosen by this Continuum of Care. It is secure and fully HIPAA compliant. As the lead agency HAWNY contracts with Bowman Systems who hosts and maintains the software and provides back-up, recovery, repair, and upgrades of the HMIS software to ensure compliance with technical standards. HAWNY acts as the system administrator and is responsible to manage the software licenses, train all users, develop, implement and enforce privacy/security policies and data quality standards. HAWNY is responsible for data reports to HUD, the Continuum of Care, user organizations, etc. Each user organization must sign a participation agreement with HAWNY and agree to adhere to all privacy and security standards as well as records to all required data fields.

### **3. Summary of Citizen Participation Process**

- Summarize citizen participation process used;
- Summarize the public comments or views received; and
- Summarize the comments or views not accepted and include the reasons for not accepting those comments or views.

*This section will be completed after the citizen comment period has ended.*

### **4. Match**

- Describe:
  - types of cash and/or non-cash resources used as match
  - specific amounts of resources used as match
  - proposed uses of match resources

Agencies that receive a grant reward under the County ESG Program are required to match the grant reward with an eligible ESG match. Resources that shall be used for second allocation of Emergency Solution Grants Program Funds includes Erie County Community Development Block Grant, Erie County Department of

Social Services Special Shelter Rates, NYS Community Services Block Grant, Legal Services Corporation, Catholic Charities funds and volunteers.

The local match for the County ESG Program FY 2011 allocation will exceed the required amount \$74,831.

The proposed use of the match funds includes salaries for program staff (case managers, credit counseling, program administrators, lawyers) essential services, shelter cost and office operational expenses.

## **5. Proposed Activities and Overall Budget**

### **a. Proposed Activities**

- All recipients must include the following details for each proposed activity:
  - 1) corresponding priority needs from recipient's Annual Action Plan
  - 2) concise description of the activity, including the number and types of persons to be served
  - 3) corresponding standard objective and outcome categories
  - 4) start date and completion date
  - 5) ESG and other funding amounts
- Local governments and territories are required, and States are encouraged, to include the following details for each proposed activity:
  - 6) one or more performance indicators
  - 7) projected accomplishments, in accordance with each indicator, to be made within one year
  - 8) projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity.

**See Appendix B Table C Proposed Emergency Solutions Grant Activities.**

### **b. Discussion of Funding Priorities**

- Explain why the recipient chose to fund the proposed activities at the amounts specified (recommended: if available, use locally-relevant data to support the funding priorities, and explain how the funding priorities will

support the national priorities established in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*)

Priorities for the use of the County allocation of ESG fund for FY 2011 was determined after consultation with the Homeless Alliance of Western New York (HAWNY), the local Continuum of Care, which includes eight focus group sessions conducted by HAWNY, data from the Homelessness Prevention Rapid Re-Housing Program (HPRP), meeting with agencies that provides services to homeless and at risk of homelessness individuals and families in the Erie County Community Development Block Grant Consortium Communities. Information provided shows that female head of households with children, males and females between the ages of 20-24, victims of domestic violence, households showing repeat entries into shelters and households with a member having a disability are the populations that should be prioritized for the Erie County ESG Program. Data from the County's HPRP reveal that 41% of the households served under the Program were single females with children.

This need for prioritizing single females with children and other targeted groups was further supported by the focus group sessions sponsored by HAWNY. Preventing this population from becoming homeless and rapid re-housing the family once they become homeless will help the County meet several of the national priorities established in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*.

- Identify any obstacles to addressing underserved needs in the community

The current economic conditions in Erie County make for a formidable obstacle to the success of the ESG Program. Unemployment, a major contributing factor to homelessness, stands at 9.1 percent in Erie County which is slightly higher than the US unemployment rate of 8.2 percent. The most recent estimate of the Consortium's Poverty Rate is 6.8 percent, and over one-half of the families living at or below the poverty level are headed by female householders. Over 80 percent of these households have related children under the age of 18.

Affordable Housing and Housing Cost Burden – Lack of affordable housing is one of the main contributors to homelessness. Low and very low income households in the Erie County CDBG Consortium communities are paying a large portion of their income for housing cost. Over 14.7% of the entire renter households in the Consortium communities are paying more than 50% of their household income for housing and 33.6% are paying more than 30%.

**c. Detailed Budget**

- Include detailed budget of planned activities and funding levels accounting for entire second allocation and any reprogrammed funds from the first allocation.

**See Appendix C FY 2011 Detailed Budget Table**

**6. Written Standards for Provision of ESG Assistance**

**a. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG.**

The same standard policies and procedures for evaluating individuals' and families' eligibilities for assistance under the County ESG Program will be used by all agencies selected by the County to participate in its ESG Program. The general policies and procedures outlined below will be further developed once agencies selected to implement the program meet to determine what additional procedures and policies should be included to better service the needs of homeless and at risk of homelessness individuals and families in the Erie County CDBG Consortium.

1. Evaluation of all program participants for the ESG Program will start with an assessment of the household eligibility for the Program. Homeless providers and other agencies that serve households that are at risk of homelessness will refer to potential program participant to agencies selected by the County to implement the Erie County ESG Program. Assessment will be done at the initial intake by case managers or other authorized representative who can determine eligibility and the appropriate type of assistance needed. The assessment will include income eligibility, housing status and residency in or previous residency in an Erie County CDBG Consortium community.

In order to be assisted, the household must meet at least the following minimum criteria:

- **Income:** the household's total income must be below 30 percent of Area Median Income (AMI);
- **Housing Status:** the household must be either homeless (to receive rapid re-housing assistance) **OR** at risk of losing its housing (to receive homelessness prevention assistance) as defined by HUD definition for homeless and at risk of homelessness; **AND** must meet the following circumstances:
  - a) No appropriate subsequent housing options have been identified;

- b) The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and
    - c) The household lacks support networks needed to obtain immediate housing or remain in its existing housing.
  - 2. At the initial intake, households will be required to sign a document that allows the intake information to be shared between agencies that are participating in the County ESG Program.
  - 3. Once the above two steps are completed, clients will be referred to a case manager for consultation and further evaluation to determine the type of financial assistance and/or relocation and stabilization services, the household will need to become stably housed. Any additional documentation required by the household will be done by the case manager. The case managers will be responsible for entering the client's information into the HMIS.
- b. Policies and procedures for coordination among emergency shelter providers, essential services providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.**
- 1. Agencies selected to implement the County ESG Program will use a common assessment form to determine client's eligibility and the type of assistance clients will receive.
  - 2. Once client assessments are completed, clients will be referred to other providers that can best meet the housing needs of clients. Agencies will include emergency shelter providers, essential service providers, agencies that can provide rapid re-housing and homelessness prevention assistance and other mainstream services and housing providers.
  - 3. Case managers for the County ESG Program will work closely with referral agencies and providers that clients initially sought housing assistance.
- c. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families will receive rapid re-housing assistance.**
- 1. A common assessment tool will be developed and used at the initial intake to determine eligibility for the County ESG Program and the type of assistance households will receive. The assessment tool is presently being developed with the assistance of the Homeless Alliance of Western New York, the lead agency for the Continuum of Care of Erie County and homeless provider agencies.

2. The assessment tool will include a point system that will help prioritize clients based on the program participants' needs and type of service clients will receive.
  3. Once program participants are assessed at the initial intake, case managers will make the final determination on the type of assistance clients will receive.
- d. Standards for determining the share and utility costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.**

Program participants will be required to pay a portion of their household income for rent and utilities while receiving homelessness prevention or rapid re-housing assistance. The percentage of the household income the program participants pay will depend on factors such as other household financial obligations, the location of the dwelling, family size, etc.

- e. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.**

1. Both medium term (3 months) rental assistance and long term (up to 24 months) rental assistance will be part of the County ESG Program. As program participants enter the Program, the case managers working with the program participants will develop a housing plan for program participants. The housing plans will include the various elements program participants will need in order to be stably housed when exiting the Program. Housing plans shall also include benchmarks/goals that the program participants must achieve. The rental assistance adjustment will be part of housing plans and will be adjusted according to the program participant progress and needs.
2. ESG Program funded case management will begin when program participants enter the Program and continue as long as the program participants receive ESG financial assistance.
3. Program participants are required to meet with a case manager at least once a month to ensure long-term housing stability.
4. Before the County ESG Program commences standards for determining the type, amount and duration of housing stabilization and relocation services to provide a program participant. This will include the maximum amount of assistance, maximum number of months and the maximum number of times the program participants may receive assistance. The policy will be developed by the County and the agencies that will assist the County in implementing the ESG Program. Data from the County's HPRP will be considered when establishing this policy.

5. Through collaboration, when possible, with other emergency shelter providers, essential service providers and mainstream services and housing providers; some housing stabilization and relocation services will be provided to program participants at no cost to the ESG Program.

## **7. Describe Process for Making Sub-awards**

The County will allocate ESG funds it receives from HUD through a Request for Proposal (RFP) process. Advertising for the RFP will go in the legal notices section of a local newspaper and a minority owned newspaper. A mailing will also go out to nonprofit organizations, including community and faith-based organizations that provide services to persons that are homeless or at risk of becoming homeless. The RFP shall include the ESG Program's requirements and the County ESG Program's application. Agencies interested in receiving ESG funds from the County's allocation will be invited to an information meeting that shall explain the Program requirements and the RFP process. Applications received by the County for ESG funds shall be reviewed by a committee that includes County's staff, the Homeless Alliance of Western New York and a homeless or a formerly homeless person. The committee shall rank and select the projects that are to be funded with the ESG funds.

## **8. Homeless Participation Requirement**

The County shall meet the homeless participation requirement for having a homeless or formerly homeless person participate in making policies and decisions regarding facilities or services that receive funding under ESG. The selection committee for allocating the County's ESG funds includes a formerly homeless Veteran. The committee duties include making policies and decisions regarding the funding of facilities and services that will be funded with the County's ESG funds.

## **9. Performance Standards**

The following preliminary performance standards were developed after consultation with the Homeless Alliance of Western New York, the lead agency for the Continuum of Care for Erie County.

1. Reduce the number of people entering homeless shelter
2. Reduce the number of people returning to homelessness
3. Accessing mainstream income resources
  - a. If no current source of income 100% will apply
  - b. 75% will have or been approved for a stable source of income
4. 65% of potential participants will move to permanent housing



5. 77% will remain stably housed for at least 6 months after exiting program
6. Reduce the length of stay in a shelter to less than 20 days or by 10% annually of the current length of stay (RRH programs only)

## **10. Certification**

### **See Appendix D Emergency Solutions Grant Certification**

#### **C. Requirements for recipients who plan to use the risk factor under paragraph (1) (iii) (G) of the “at risk of homelessness” definition**

Because of the large number of families with children that are entering the homeless system, the County would like to intervene before the families enter the system. The County proposes to use a portion of its ESG FY 2011 Second Allocation and FY 2012 for individual families at risk of homelessness.

The County will work with homeless service providers and the Homeless Alliances of Western New York to develop which at risk of homelessness characteristics will be targeted for homelessness prevention assistance. Two of the factors that will be considered are paying more than 50% of the household income for rent and other housing related costs and victims of domestic violence.

#### **D. Requirements for Optional Changes to the FY 2011 Annual Action Plan**

##### **1. Centralized or Coordinated Assessment System**

Community planning efforts are currently underway to develop a coordinated entry system for homeless services that will include the design of a common assessment form. The model developed will eventually determine the most efficient and effective access to all homeless programs including Prevention and Rapid Re-Housing programs. Until a model is designed and implemented throughout Continuum of Care agencies, the County will use a coordinated assessment system developed by agencies selected to implement the County ESG Program.

##### **2. Monitoring**

The following describes the standards and procedures Erie County shall use to monitor its Emergency Shelter Grant Program (ESG):

- Agencies under contract with Erie County for the ESG will be monitored throughout the contract period for compliance with the ESG regulatory requirements. The key areas staff will monitor our client files for documentation that ensures program participants meet the HUD definition for homeless and at risk of homelessness, program income requirements, housing status requirements and other program requirements.
- Agencies shall be monitored quarterly.

- Staff shall use telephone consultation, interviews, onsite inspection facilities, review of contract with the County for the ESG Program.
- Agencies providing rapid re-housing and homeless prevention services will be required to provide the County with monthly performance reports.
- Agencies providing homeless services will be required to provide bi-annual reports.

## **Appendix A**

**SF 424**



# SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted	4/11/2012	16-600255	<b>Type of Submission</b>	
Date Received by state	State Identifier	Application	Pre-application	
Date Received by HUD	Federal Identifier	<input type="checkbox"/> Construction	<input type="checkbox"/> Construction	
		<input type="checkbox"/> Non Construction	<input checked="" type="checkbox"/> Non Construction	
<b>Applicant Information</b>				
Jurisdiction		NY369029 ERIE COUNTY		
Edward A. Rath County Office Building		07-147-9059		
95 Franklin Street		Department		
Buffalo	New York	Environment and Planning		
14202	Country U.S.A.	Planning		
Employer Identification Number (EIN):		Erie		
16-600255		04/01		
Applicant Type:		Specify Other Type if necessary:		
Local Government: County		Specify Other Type		
<b>Program Funding</b>		<b>U.S. Department of Housing and Urban Development</b>		
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding				
Community Development Block Grant		14.218 Entitlement Grant		
CDBG Project TitlesCommunity Development		Description of Areas Affected by CDBG Project(s) Erie County Consortium		
\$CDBG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe		
\$3,081,036	\$			
\$Additional Federal Funds Leveraged	\$Additional State Funds Leveraged			
	\$572,966			
\$Locally Leveraged Funds	\$Grantee Funds Leveraged			
\$2,291,802				
\$Anticipated Program Income	Other (Describe)			
\$551,396				
Total Funds Leveraged for CDBG-based Project(s)				
\$2,864,768				
<b>Home Investment Partnerships Program</b>		<b>14.239 HOME</b>		
HOME Project Titles		Description of Areas Affected by HOME Project(s)		
HOME		Erie County HOME Consortium		
\$HOME Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe		
\$1,052,135				
\$Additional Federal Funds Leveraged	\$Additional State Funds Leveraged			
\$Locally Leveraged Funds	\$Grantee Funds Leveraged			

\$Anticipated Program Income \$194,951		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s) \$			
<b>Housing Opportunities for People with AIDS</b>		14.241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
<b>Emergency Solutions Grants Program</b>		14.231 ESG	
ESG Project Titles ESG		Description of Areas Affected by ESG Project(s) Erie County, New York	
\$ESG Grant Amount \$207,863	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds \$197,470		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s) \$197,470			
<b>Congressional Districts of:</b>		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts 26, 27, 28	Project Districts 26, 27, 28		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input checked="" type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on 1/12/11
		<input type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review
<b>Person to be contacted regarding this application</b>			
Mark	C.	Poloncarz	
Erie County Executive	716-858-8500	716-858-7248	
mark.poloncarz@erie.gov	www.erie.gov	Other Contact	
Signature of Authorized Representative		Date Signed	
		4/11/12	

Note: Any questions regarding this form should be directed to Erie County Community Planning Coordinator Thomas J. Dearing at (716) 858-7256.

## **Appendix B**

### **Table C**

#### **Proposed Emergency Solutions Activities**

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** County of Erie, New York

**Priority Need**

Individuals and families at risk of homelessness

**Project Title**

Homeless Prevention FY 2011

**Description**

Homelessness Prevention – Housing Relocation and Stabilization services shall be provided to individuals and families that are extremely low income (household income below 30% of family AMI) and at risk of homelessness. Services include housing search and placement, housing stability case management, medication, legal services and credit repair.

**Objective category:** ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity  
**Outcome category:** ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

**Location/Target Area**

Erie County Community Development Block Grant Consortium - Communities

**Street Address:**

**City, State, Zip code:**

Objective Number DH1	Project ID
HUD Matrix Code	CDBG Citation 570.208(a) (2)
Type of Recipient Subgrantee	CDBG National Objective LMC-Low/Mod cliental
Start Date (mm/dd/yyyy) 7/1/2012	Completion Date (mm/dd/yyyy) 3/31/12
Performance Indicator People	Annual Units 20
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	4,000
HOME	.....
HOPWA	.....
Total Formula	4,000
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding (match)	4,000
Total	8,000

The primary purpose of the project is to help: ☒ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** County of Erie, New York

**Priority Need**

Homeless individuals and families

**Project Title**

Rapid Re-Housing FY 2011

**Description**

Rapid Re-Housing Rental Assistance – ESG funds will be used to provide financial assistance to extremely low income individuals and families (household income below 30% of family AMI) that are homeless. Financial assistance includes the following: rental application fees, security deposits, last months' rent, moving costs, utility deposits and payments and rental assistance.

**Objective category:** ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity  
**Outcome category:** ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

**Location/Target Area**

Erie County Community Development Block Grant Consortium

**Street Address:**

**City, State, Zip code:**

Objective Number DH1	Project ID
HUD Matrix Code	CDBG Citation 570.208(a) (2)
Type of Recipient Subgrantee	CDBG National Objective LMC-Low/Mod cliental
Start Date (mm/dd/yyyy) 7/1/2012	Completion Date (mm/dd/yyyy) 6/30/2013
Performance Indicator Person	Annual Units 36
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	32,936
HOME	.....
HOPWA	.....
Total Formula	32,936
Prior Year Funds	1,676
Assisted Housing	.....
PHA	.....
Other Funding (match)	34,612
Total	69,224

The primary purpose of the project is to help: ☒ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** County of Erie, New York

**Priority Need**

Homeless individuals and families

**Project Title**

Rapid Re-Housing FY 2011

**Description**

Rapid Re-Housing Relocation and Stabilization services shall be provided to homeless individuals and families that are extremely low income (household income below 30% of family AMI). Services include housing search and placement, housing stability case management, mediation, legal services and credit repair.

**Objective category:** ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity  
**Outcome category:** ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

**Location/Target Area**

Erie County Community Development Block Grant Consortium - Communities

**Street Address:**

**City, State, Zip code:**

Objective Number DH1	Project ID
HUD Matrix Code	CDBG Citation 570.208(a) (2)
Type of Recipient Subgrantee	CDBG National Objective LMC-Low/Mod cliental
Start Date (mm/dd/yyyy) 7/1/2012	Completion Date (mm/dd/yyyy) 3/31/2013
Performance Indicator People	Annual Units 36
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	5,000
HOME	.....
HOPWA	.....
Total Formula	5,000
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding (match)	5,000
Total	10,000

The primary purpose of the project is to help: ☒ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** County of Erie, New York

**Priority Need**

Individuals and families at risk of homelessness

**Project Title**

Homeless Prevention FY 2011

**Description**

Homelessness Prevention Rental Assistance ESG funds will be used to provide financial assistance to extremely low income individuals and families (household income below 30% of family AMI) that are at risk of homelessness. Financial assistance includes the following: rental application fees, security deposits, last month's rent, moving costs, utility deposits and payments and rental assistance.

**Objective category:** ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity  
**Outcome category:** ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

**Location/Target Area**

Erie County Community Development Block Grant Consortium - Communities

**Street Address:**

**City, State, Zip code:**

Objective Number DH1	Project ID
HUD Matrix Code	CDBG Citation 570.208(a) (2)
Type of Recipient Subgrantee	CDBG National Objective LMC-Low/Mod cliental
Start Date (mm/dd/yyyy) 7/1/2012	Completion Date (mm/dd/yyyy) 3/31/2013
Performance Indicator People	Annual Units 20
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	
ESG	21,957
HOME	
HOPWA	
Total Formula	21,957
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding (match)	21,957
Total	43,914

The primary purpose of the project is to help: ☒ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

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**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** County of Erie, New York

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**Priority Need**

Administration cost to administer ESG Program

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**Project Title**

Administration FY 2011

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**Description**

Program administration costs.

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**Objective category:** ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity  
**Outcome category:** ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

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**Location/Target Area**

Erie County Community Development Block Grant Consortium

**Street Address:**

**City, State, Zip code:**

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Objective Number DH1	Project ID
HUD Matrix Code	CDBG Citation 570.208(a) (2)
Type of Recipient Grantee	CDBG National Objective LMC-Low/Mod cliental
Start Date (mm/dd/yyyy) 7/1/2012	Completion Date (mm/dd/yyyy) 3/31/2013
Performance Indicator	Annual Units
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	8,938
ESG	8,938
HOME	
HOPWA	
Total Formula	17,876
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding (match)	
Total	17,876

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The primary purpose of the project is to help: ☒ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

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**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** County of Erie, New York

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**Priority Need**

Data collection, reporting and evaluation utilizing HMIS

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**Project Title**

HMIS Data Collection – FY 2011

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**Description**

HMIS Data Collections

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**Objective category:** ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity  
**Outcome category:** ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

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**Location/Target Area**

Erie County Community Development Block Grant Consortium - Communities

**Street Address:**

**City, State, Zip code:**

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Objective Number DH1	Project ID
HUD Matrix Code PHMIS Data	CDBG Citation 570.208(a) (2)
Type of Recipient Subgrantee	CDBG National Objective LMC-Low/Mod cliental
Start Date (mm/dd/yyyy) 7/1/2012	Completion Date (mm/dd/yyyy) 3/31/2012
Performance Indicator	Annual Units
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	2,000
HOME	.....
HOPWA	.....
Total Formula	2,000
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding (match)	2,000
Total	4,000

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The primary purpose of the project is to help: ☒ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** County of Erie, New York

**Priority Need**

At risk of homelessness

**Project Title**

Homeless Prevention FY 2011

**Description**

Homelessness Prevention – Rental Assistance ESG funds will be used to provide financial assistance to extremely low income individuals and families (household income below 30% of family AMI) that are at risk of homelessness. Financial assistance includes the following: rental application fees, security deposits, last months' rent, moving costs, utility deposits and payments and rental assistance.

**Objective category:** ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity  
**Outcome category:** ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

**Location/Target Area**

Erie County Community Development Block Grant Consortium - Communities

**Street Address:**

**City, State, Zip code:**

Objective Number DH1	Project ID
HUD Matrix Code	CDBG Citation 570.208(a) (2)
Type of Recipient Subgrantee	CDBG National Objective
Start Date (mm/dd/yyyy) 7/1/2012	Completion Date (mm/dd/yyyy) 3/31/2013
Performance Indicator People	Annual Units 50
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	5,940
HOME	.....
HOPWA	.....
Total Formula	5,940
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding (match)	5,940
Total	11,880

The primary purpose of the project is to help: ☒ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

## **Appendix C**

### **FY 2011 Detailed Budget Table**

FY 2011 Detailed Budget Table - Erie County					
First Allocation	\$133,032.00	<b>FY 2011</b> <b><u>Emergency Shelter Grants/Emergency Solutions Grants</u></b> <b><u>Program Allocations</u></b>			
Second Allocation	\$74,831.00				
Grant Amount	\$207,863.00				
Total Administration	\$15,589.73				
		First Allocation		Second Allocation	Total Fiscal Year 2011
	Eligible Activities	Activity Amount	Reprogrammed Amount	Activity Amount	Activity Amount
Emergency Shelter Grants Program	Homeless Assistance	\$86,471.00	\$15,392.00		\$71,079.00
	Rehab/Conversion	\$21,371.00			\$21,371.00
	Operations	\$25,191.00	\$10,936.00		\$14,255.00
	Essential Services	\$39,909.00	\$4,456.00		\$35,453.00
	Homelessness Prevention	\$39,909.00			\$39,909.00
	Administration	\$6,652.00			\$6,652.00
	<b>Emergency Shelter Grants Subtotal</b>	<b>\$133,032.00</b>	<b>\$15,392.00</b>		<b>\$117,640.00</b>
Emergency Solutions Grants Program	Emergency Shelter**			\$0.00	\$0.00
	Renovation**			\$0.00	\$0.00
	Operation**			\$0.00	\$0.00
	Essential Service**			\$0.00	\$0.00
	URA Assistance**			\$0.00	\$0.00
	Street Outreach - Essential Services**			\$0.00	\$0.00
	HMIS			\$2,000.00	\$2,000.00
	Rapid Re-housing		\$1,676.00	\$37,936.00	\$39,612.00
	Housing Relocation and Stabilization Services			\$5,000.00	\$5,000.00
	Tenant-Based Rental Assistance		\$1,676.00	\$32,936.00	\$34,612.00
	Project-Based Rental Assistance				\$0.00
	Homelessness Prevention		\$0.00	\$25,957.00	\$25,957.00
	Housing Relocation and Stabilization Services			\$4,000.00	\$4,000.00
	Tenant-Based Rental Assistance			\$21,957.00	\$21,957.00
	Project-Based Rental Assistance				\$0.00
	Administration			\$8,938.00	\$8,938.00
	<b>Emergency Solutions Grants Subtotal</b>		<b>\$1,676.00</b>	<b>\$74,831.00</b>	<b>\$76,507.00</b>
			<b>Total Grant Amount:</b>		<b>\$194,147.00</b>

\*\*Allowable only if the amount obligated for homeless assistance activities using funds from the first allocation is less than the expenditure limit for emergency shelter and street outreach activities (see Section III.B. of this Notice).

## **Appendix D**

### **Emergency Solutions Grant Certifications**



## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Mark Polonca  
Signature/Authorized Official

3/16/2012  
Date

County Executive  
Title